

Frequently Asked Questions and Answers

What hardware and software will I need to file documents in ECF?	<ol style="list-style-type: none">1. A personal computer running a standard platform such as Windows or Macintosh2. Windows based versions of Microsoft Word and WordPerfect, or petition software that will print to PDF format3. Internet access and a browser. The system is certified with Netscape 4.7 or greater and is being tested with Internet Explorer 5.x or greater4. Adobe Acrobat PDF Writer software to convert documents into PDF5. Scanning equipment may be useful <p>For more detailed information about hardware and software, go to our website, www.mdb.uscourts.gov, click on the CM/ECF link and then click on System Requirements.</p>
Can any member of the public use CM/ECF to file documents?	No. Filing is available to authorized users only. Filing a document requires a login and password, which the court provides only to trained, authorized attorneys, trustees and court staff. The court will provide public access to the system at the Clerk's Office for viewing electronic files.
Who is eligible for a login?	Attorneys, trustees and high volume claim filers. Visit our website to register for upcoming training. Attorneys who are filing electronically in other districts may complete a training waiver, also located on our website, to receive a login and password.
How does an attorney become an authorized CM/ECF user?	Potential users may register for training with the court. The court offers numerous training classes in both the Baltimore and Greenbelt locations. Attorneys and their staff can register for training by obtaining a registration form online or at the court's divisional offices. Attorneys will receive a login and password for CM/ECF after successfully completing training. Although attorneys may choose to let others use their login to file, the document will be considered filed by the person whose login and password were used.

<p>Will attorneys who are already filing electronically in other districts be able to waive training in MD?</p>	<p>Yes. The court will allow attorneys to waive training if they certify:</p> <ul style="list-style-type: none"> ' they have been trained in another bankruptcy district ' they have read and understand all administrative orders, procedures and local rules pertaining to electronic filing in the District of Maryland. Attorneys must complete the training waiver form located on our website.
<p>Do trustees need separate logins to file as attorneys?</p>	<p>Yes, your login is considered your signature. The system recognizes the login and gives you specific access. For example, when you login in as a trustee you will be able to file a Trustee's Report of No Distribution but you will not be able to file a new case.</p>
<p>I don't understand the electronic process for transmitting files to the court. Where can I get practical guidance on everyday usage of CM/ECF?</p>	<p>The electronic filing process is simple.</p> <p>Step 1: Prepare the pleading in your word processing software and convert it to a PDF file, or scan the pleading and save it in PDF.</p> <p>Step 2: Go to www.mdb.uscourts.com and select the CM/ECF link, then select Login. Use your court issued login and password.</p> <p>Step 3: Click on Bankruptcy. Then select the event you wish to file from the menu.</p> <p>Step 4: Follow the prompts and attach the pleading (PDF file). If there is a filing fee, pay it online with your credit card.</p> <p>Step 5: Once you receive the Notice of Electronic Filing, you have successfully filed electronically!</p> <p>An interactive tutorial is available on the court's website under the CM/ECF link, Online tutorial. We highly recommend you try at least two of the modules: Bankruptcy Case Opening and Filing a Motion. However, all of the modules are helpful. Each module takes about 30 seconds to load and less than 5 minutes to complete. Complete the tutorial, and you will be at the head of your training class!</p>
<p>Will I need a PACER account? How do I get one?</p>	<p>PACER is an electronic public access service that allows users to view and print case and docket information from the federal courts. It is a service of the United States Judiciary and is run by the Administrative Office of the United States Courts. If a user enters a PACER account at the court's electronic login screen, they will automatically obtain access to Queries and Reports, but will not have access to menus for filing pleadings. PACER is available days, nights and weekends. All agencies and individuals will be charged a user fee of \$.07 per page. Users are billed quarterly for transactions. No fee is owed unless more than \$10 worth of charges accrue within a calendar year. To register, visit http://pacer.psc.uscourts.gov.</p>

How do I file an electronic document requiring the signatures of several attorneys?	On an electronically filed document your signature is represented by a /s/ before your typed name on the signature line of the document. When more than one attorney signs the document, a hard copy bearing original signatures will be maintained by the filing party per local rules and the electronic copy will have a /s/attorney name signature line for each signing attorney.
Will the court still provide certified copies?	Yes, the clerk's office will continue to provide certified copies of documents, whether they have been filed electronically or in paper format, pursuant to Federal Rules of Bankruptcy Procedure 5005 (a) and 5006. We will print the document and then certify it.
Can I file documents electronically with colored text?	Colored text adds to the file size of a PDF document and larger files will potentially slow the system for other users. Therefore, do not use colored text.
Can I apply security settings to the PDF files I electronically file?	The CM/ECF database will not accept a PDF file that is secured, or locked (a feature some users apply to prevent others from making changes to the document). Users attempting to attach a secured PDF file will receive an error message instructing them to remove the security setting before proceeding.
How does the interactive credit card program work?	<p>It allows filers to pay fees as part of the electronic filing process. Simply select the "Pay Now" option on the menu, then enter the credit card account number and expiration date.</p> <p>The information is encrypted and transmitted by the U.S. Treasury. A corresponding receipt number is returned, displayed and automatically entered on the docket.</p> <p>If filing multiple documents, choose "Continue Filing" and process all the filing fees in one transaction when you are done. If you forget to pay, the program displays the outstanding payment every time you log into CM/ECF. The court will review all outstanding payments daily and will promptly follow up.</p>
Does the credit card program accept debit cards?	The program will only accept debit cards which are "branded" with a Visa or Mastercard logo, which means they may be used in the same situations in which a credit card is accepted. The program will not accept ordinary debit cards or check cards.

What's the difference between multi-case docketing and batch filing?

Multi-case docketing attaches the same PDF for multiple cases (for example, a no asset report). Batch filing allows filers to use the same event for multiple cases while attaching a unique PDF for each case.